

UNIVERSITAS ISLAM NEGERI MAULANA MALIK IBRAHIM MALANG

SOP Number	FS.UIN-QA/SOP.01.08
Date of Creation	
Date Revised	December 01, 2017
Effective Date	January 01, 2018
Approved by	Dean of the Faculty of Sharia

SOP OF THE THESIS PROPOSAL SEMINAR

Dr. H. Saifullah, M.Hum

Legal basis:

- Law No. 20/2003 on the National Education System
- Government Regulation No. 17 Year 2010 jo No. 66 Year 2010 on Higher Education
- Minister of State Apparatus Empowerment and Bureaucratic Reform of the Republic of Indonesia Minister of State Apparatus Empowerment and Bureaucratic Reform No. 15 of 2014 concerning Guidelines for Service Standards By the Grace of God Almighty
- Regulation of the Minister of Religious Affairs of the Republic of Indonesia Number 15 of 2017 concerning the Statute of Maulana Malik Ibrahim State Islamic University Malang

Linkage:

- Dean of the Faculty of Sharia
- Vice Dean for Academic Affairs
- Head of Study Program
- Head of Administrative Affairs Faculty of Sharia
- Head of Academic, Student Affairs, and Alumni Division, Faculty of Sharia
- · Head of General Administration and Finance, Faculty of Sharia
- Staff of Academic, Student, and Alumni subdivision, Faculty of Sharia
- Student

Linkage to other SOPs

SOP for Thesis Examination

Notice:

- Thesis proposals may be submitted by students who have completed at least 70% of the total required credits, have passed the Research Methodology course, and have participated in at least five proposal seminars.
- In the proposal seminar, students presenting the proposal are required to present it using PowerPoint and to take into account the responses and feedback given during the forum.
- The thesis proposal seminar forum has the authority to accept or reject the presented proposal.
- Students whose proposals are rejected are required to undergo a repeat seminar

Legal basis:

- Law No. 20/2003 on the National Education System
- Government Regulation No. 17 Year 2010 jo No. 66 Year 2010 on Higher Education
- Minister of State Apparatus Empowerment and Bureaucratic Reform of the Republic of Indonesia Minister of State Apparatus Empowerment and

Executor Qualifications:

- Study Program Executor Staff
- · Having expertise in IT

Tools/equipment:

- Computer Set
- Stationary
- Thesis Proposal

Recording and Registration

Thesis Proposal

Executor Qualifications:

- Head/Secretary of Study Program
- Subject Area Lecturer
- · Study Program Staff

Bureaucratic Reform No. 15 of 2014 concerning Guidelines for Service Standards By the Grace of God Almighty Ministerial Regulation Number 35 of 2012 Regulation of the Minister of Religious Affairs of the Republic of Indonesia Number 15 of 2017 concerning the Statute of Maulana Malik Ibrahim State Islamic University Malang	
Linkage to SOPs:	Tools/equipment:
SOP for Thesis Title Submission Process	Internet Access
Notice:	Recording and Registration
	Active student data

					Exec	cutor							
No.	Activities	Student	Thesis Advisor	Head/Secre tary of Study Program	Head of Academic Subdivisio n	General Administration Subdivision	Head of Administra tive Affairs	Vice Dean I	Dean	Requirements	Time	Output	Note
1	Registration of Student Proposals with the Approval of the Head of Study Program									Thesis proposal documents with attached title approval signed by examiners	5 minutes/student	Proposal has been registered	
2	Establishment and submission of proposal seminar examiners' schedule			—						Student Thesis Proposal	Maximum 1 week	Draft of the Thesis Proposal Seminar Schedule	
3	Review of Proposal Seminar Schedule									Proposal Seminar Schedule submitted by the Study Program	10 minutes	Verified Proposal Seminar Schedule	
4	Approval of the proposal seminar schedule									Proposal Seminar Schedule verified by the Head of Academic Subdivision	5 minutes	Proposal Seminar Schedule approved by the Vice Dean I	
5	Preparation of the Proposal Seminar Decree									Proposal Seminar Schedule approved by the Vice Dean I	15 minutes	Draft of the Thesis Proposal Seminar Advisor Decree	
6	Submission of the Proposal Seminar Decree									Draft of the Proposal Seminar Examiner Decree	2 minutes	Draft of the Thesis Proposal Seminar Advisor Decree initialed by the Head of General Administration of the Faculty of Sharia	
7	Verification and initialing of the Proposal Seminar Decree									Draft of the Proposal Seminar Examiner Decree initialed by the Head of General Administration of Faculty of Sharia		Draft of the Thesis Proposal Seminar Advisor Decree initialed by the Vice Dean I	conditional
8	Signing of the Proposal Seminar Decree									Draft of the Proposal Seminar Examiner Decree initialed by the Vice Dean I		Signed Thesis Proposal Seminar Advisor Decree	conditional
9	Recording and distribution of the						<u> </u>			Signed Proposal	15 minutes	Thesis Proposal	

	Activities				Exe	cutor	Standard Quality						
No.		Student	Thesis Advisor	Head/Secre tary of Study Program	Head of Academic Subdivisio n	General Administration Subdivision	Head of Administra tive Affairs	Vice Dean I	Dean	Requirements	Time	Output	Note
	Proposal Seminar Decree									Seminar Examiner Decree		Seminar Advisor Decree recorded and ready for distribution	
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10	Distribution of the Proposal Seminar Decree, invitations, and proposals									Proposal Seminar Examiner Decree, invitations, proposal		Thesis Proposal Seminar Advisor Decree, invitations, proposals distributed	Conditional
11	Implementation of the seminar and completion of seminar proposal administration									Thesis proposalMinutesAttendance list	1 hour/student	Proposal seminar held	
12	Ratification and reporting of the minutes of the seminar proposal									Seminar proposal minutes	5 minut es	Seminar proposal minutes signed	
13	Reporting of seminar proposal results								\	Thesis proposal seminar results	Maximum 2 days	Thesis proposal seminar reported	Maximum 2 days after the implementation of the proposal seminar.